

Chief, Classification and Salary
Administration Division
Chief, [REDACTED]

27 December 1950
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FOIAb3b1 Reclassification of [REDACTED] Field Position [REDACTED]

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1. It is believed that the position of Administrative Assistant, GS-7, at the [REDACTED] should be reclassified to Administrative Officer, GS-9, because the grade and job description approved and allocated in June 1949 failed to completely envision the variety and complexity of duties and responsibilities found to be inherent in this position.

2. The present position description is inadequate in the following respects:

a. Clerical duties.

1) It has been necessary to establish a payroll system whereby the Administrative Assistant, [REDACTED] has become Certifying Officer and Agent Cashier dealing directly with the Regional Disbursing Officer in [REDACTED] to whom he is responsible for rendering periodic Agent Cashier reports and other reports relative to payrolls and expenditures.

2) He maintains four separate payroll accounts:

a) Classified personnel;

b) Non-indigenous foreign national;

c) Indigenous native; and

d) Domestic servants of [REDACTED] employees (required by local command).

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3) The Administrative Assistant prepares and submits to the [REDACTED] Command separate periodic strength reports on native personnel hired by the station and by individuals.

b) In addition to normal duties of Property Officer at the station he must keep separate records on furniture and property assigned to employees occupying quarters in the thirty two housing units.

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5) The Administrative Assistant is Cryptographic Officer for the [REDACTED]

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b. Administrative duties.

1) The Administrative Assistant selects, processes and supervises all indigenous native employees, numbering at the present time approximately twenty-seven persons.

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2) In the absence of provision in the [REDACTED] Table of Organization for a position of Housing Area Manager and Transportation Officer it has been necessary for the Administrative Assistant to assume these responsibilities. In this capacity he directly supervises native foremen and laborers in the administration and maintenance of the housing area, in the care and operation of the [REDACTED] vehicles and motor pool, and in arranging transportation schedules.

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3) The Administrative Assistant must maintain effective liaison with U.S. Army, Air Force and Military Government officials on an operations level for procurement of supplies, equipment and services. He must record and implement policies governing employment, clearance and processing of [REDACTED] personnel and dependents entering, living in or leaving the [REDACTED]

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3. The duties and responsibilities of this position are at least as great as those of the Administrative Officer, [REDACTED] which is graded at GS-9.

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4. It is therefore requested that this position be reclassified from GS-7 Administrative Assistant to GS-9 Administrative Officer at the earliest practicable date. Proposed new job description, prepared by the incumbent is attached hereto.

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